

# Prepare your company for GDPR

## To MONITOR users who are responsible for personal data

This document is intended for MONITOR users who are responsible for personal data. Here we have gathered some useful tips for you when your company is preparing for the General Data Protection Regulation (GDPR). The regulation will take effect on May 25, 2018.

Below you will find some general advice on how to get started with GDPR, as well as an overview of the procedures that collect and process personal data in MONITOR. We recommend that you make an inventory of your data directly! For those of you who are not yet familiar with the term GDPR, here you will find a brief explanation as well a definition of personal data.

## Five pieces of advice on how to get started with GDPR

*The pieces of advice are taken from an article in Dagens Handel.*

### **1. Do not wait!**

It is essential to start with the preparations as soon as possible to be ready to follow the new regulation on May 25. GDPR is the result of an overall inspection of the current Data Protection Act (DPA) and will take effect already in May.

### **2. Do an inventory of your data**

The main task related to GDPR is to do an inventory of your data and create an overall picture of your data, data flows, and operating processes. This especially applies to complex organizations where systems gradually have been developed.

### **3. Gain knowledge!**

Those of you who are responsible within the company for observance of rules should participate in any training sessions needed. You also need to make sure that several persons within the organization understand how to follow the regulation.

### **4. Review your systems**

According to GDPR, individuals are allowed to demand that information about themselves shall be erased or transferred. Organizations or companies must then erase or transfer the information within a certain period of time. Therefore, the organization must use suitable formats and update old systems. This applies to all types of information such as voice, text, photo, etc.

### **5. Set up an incident process**

If a security breach should occur, you must within 72 hours notify the Datainspektionen (or corresponding authority in your country) of the breach as well as the individuals affected by the breach. Breaches do not necessarily occur during office hours and you have no time to lose if something happens. Therefore, you should make sure you have the right procedures in place to detect, report, and investigate a personal data breach.

# Collect and process data in MONITOR

As the person responsible for personal data you must make sure that your company collects and processes all personal data in your MONITOR system. Here we have gathered the affected procedures and functions in MONITOR:

## Collection of personal data

In MONITOR you register and modify personal data in the following procedures (all of these are not standard procedures):

- Company Info
- Update Tool
- Update Supplier
- Register Inquiry
- Register Purchase Order
- Update Customer
- Register Quote
- Register Customer Order
- Register Invoices Directly
- Update Seller
- Register Stock Order
- Register Nonconformity
- Update Employee
- Users

## Functions that do contain/might contain personal data

Besides the information found directly on customers, suppliers, employees, orders, etc. there is/there might be personal data in the following functions:

- Internal instructions
- Text row fields
- Linked documents, PDF files, XML files, text files, etc.
- Adaptations (own database fields, etc.)

Extract from personal data register Extracts from registers (please see New General Data Protection Regulation, section 15) are best handled by loading data about your customers, suppliers, or employees via MONITOR's list functions available in all registers.

## Erase personal data

If you want to erase information about customers, suppliers, employees, or contact persons, this is done in the registration procedures by using the Delete command (F6). Personal data linked to quotes, orders, purchases, or invoices should probably not be erased since these are legally binding documents that must be handled according to the laws and regulations in force.

## What does GDPR mean?

GDPR or General Data Protection Regulation is the data protection regulation that will apply to all companies and organizations within EU that handle personal data. The regulation will take effect

May 25, 2018. It also applies to organizations outside EU that store data about EU citizens regardless of where the organization is located.

### **What is personal data?**

Personal data is all information that refers to identified or identifiable individuals. Identifiable individuals are persons who can be identified directly or indirectly.

Examples of personal data that are relevant for MONITOR:

- name
- mailing address
- email address
- photo

### **Personal data processing agreement**

We have made the assessment that no personal data processing agreement is necessary between Monitor ERP System AB and our customers in order to meet the General Data Protection Regulation.

Monitor ERP System as a software supplier does not collect and process any personal data on behalf of the customer. Our personnel (support staff/consultants/trainers) who participate in training sessions/investigations using the customers' systems do this under authority of the data collectors. That is why we invoke section 29 in General Data Protection Regulation (that admit handling of personal data under authority of persons responsible for personal data or legal representatives, without needing a personal data processing agreement).

When databases are uploaded to us, the customer must ensure that the database has been anonymized. The anonymization is made via a tool provided by Monitor ERP System AB. As of May 25, 2018, Monitor will no longer receive/store/handle databases including personal data.